

BUYER IV

NATURE AND VARIETY OF WORK

This is supervisory and administrative professional work performed in large scale centralized purchasing operation engaged in the purchase of a variety of materials, supplies, services, and equipment for the County. Work involves the exercise of considerable independent judgment and initiative as well as a considerable knowledge of purchasing principles and practices involving the preparation of specifications, invitation, receipt, and evaluation of bids, and the selection of best bid based upon both price and quality. Incumbents supervise the work activities of a team of professional, para-professional and clerical positions. Work is performed under the general supervision of the Chief, Procurement and Material Management Division. Work performance is evaluated through completed reports, conferences, and overall contribution to the buyer function.

EXAMPLES OF WORK (ILLUSTRATIVE ONLY)

Supervise the work activities of subordinate staff.

Assigns and monitors commodity assignments to buying groups to assure prompt competent response to all requests for purchase of commodities.

Ensures that all procurement rules and regulations are observed in fostering enhanced levels of procurement contracts for those involved in Minority Business Enterprise programs.

Maintains balanced workload while considered personnel expertise.

Reviews all proposed bid packages to assure compliance with County procurement policies and procedures and the inclusion of all required bid/contract provisions.

Reviews and approves all purchase orders and contracts for commodities for compliance with current regulations.

Provides advise and counsel to all buying groups.

Provides procurement support for items of communication and electronic and other highly technical specialized nature and recommends policy and procedure changes where appropriate.

Assists in preparation of County standards and/or specifications.

Receives and interviews salesman/manufactures, representatives, etc. to keep abreast of latest market trends.

Conducts training, employee counseling, and evaluates employee performance.

Serves as Advisor/Division or Department representative on committees, advisory groups, or panels as required.

May be required to use automated equipment in conjunction with assigned duties and responsibilities.

Willingly and cooperatively performs tasks and duties which may not be specifically listed in the class specification or position description, but which are within the general occupational category and responsibility level typically associated with the employee's class of work.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES

Extensive knowledge of the laws, ordinances, and other requirements governing the purchase of commodities by the County.

Extensive knowledge of current literature in the field of governmental purchasing as well as modern concepts, principles, and practices relative to governmental purchasing.

Extensive knowledge of the purchasing needs of organizational units served.

Ability to supervise the work of lower buyers and/or other personnel.

Ability to establish and maintain effective working relationships with subordinates, other County department officials and employees, as well as vendors and the general public.

Ability to organize, write, and defend verbally before legislative groups complex and detailed objects or ideas.

MIIMUM QUALIFICATIONS

Bachelor's degree from an accredited college in Merchandising, Business Administration, Retailing, and Distributing, Marketing, Economics or related field, plus three (3) years experience in one of the above areas which includes lead/supervisory experience, or an equivalent combination of training and experience.

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CREATED: 10/88